



## COUNTY OF LOS ANGELES

SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS  
Room 372, Kenneth Hahn Hall of Administration  
Los Angeles, CA 90012 – (213) 974-1465

FOUNDER  
Mrs. Sybil Brand

CHAIRPERSON  
Mrs. Eleanor R. Montano

VICE CHAIRPERSON  
Mrs. Helen Stathatos

Mr. Frank S. Bacio  
Mr. Vito Cannella  
Mr. James Cragin  
Mr. John A. Hammargren  
Mr. Carl E. Moore  
Mr. Michael A. Russell

# **MINUTES OF THE** **SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS** **REGULAR MONTHLY MEETING** **NOVEMBER 24, 2004**

## **CALL TO ORDER**

The meeting was called to order by Chair Montano at 10:13 a.m.

## **OPENING CEREMONIES**

Chair Montano led the pledge of allegiance followed by a moment of silence.

## **ATTENDANCE - ROLL CALL**

### **Present:**

Chair Eleanor R. Montano  
Vice Chair Helen H. Stathatos  
Frank Bacio  
Vito Cannella  
John Hammargren  
Carl Moore

### **Absent**

James Cragin

### **Staff Present**

Lee Millen, Commission Services  
Sherry Scates, Commission Staff

### **Excused**

Michael Russell

## **APPROVAL OF MINUTES OF NOVEMBER 17, 2004**

On motion of Commissioner Hammargren, seconded by Commissioner Cannella and unanimously carried, the November 17, 2004 meeting minutes were approved as submitted.

## **CHAIR'S REPORT**

Chair Montano reported that due to the unsatisfactory conditions found at the Affirmative Action Group Home in Long Beach during the Commission's recent inspection, she and Commissioners Bacio and Moore will conduct a

follow-up inspection of the facility in the near future; Doris Reed, Auditor-Controller's Office, will be asked to accompany Commissioners.

Following discussion, Commissioners requested staff to draft a letter to Dr. David Sanders, Director, DCFS, expressing their concern regarding the lack of DCFS representation at the Commission's monthly Business Meetings. A copy will be sent to Rex White, Regional Administrator, who advised the Commission that he was the designated DCFS liaison.

### **TREASURER'S REPORT**

Commissioner Bacio reported that the current balance of the Commission's Charitable Fund is \$765.41.

### **STAFF REPORT**

- Lee Millen, Commission Services, advised that nameplates will be ordered for Commissioners and staff. Also, he will confirm the Commission's holiday luncheon reservations for 15 people for December 1<sup>st</sup> at 12:30 p.m.

Sherry Scates, Commission Staff, reported the following:

- William Sias, Deputy County Counsel, is continuing to research the issue of Commissioners using cameras on inspections and the sharing of facility information between the Commission and DCFS, Probation and the Auditor-Controller's Office.
- Due to Commissioner Russell's absence, the Commission's group photo shoot will be rescheduled for December 8<sup>th</sup>.
- The Commission's files have been converted from chronological to alpha order, and the Audit Reports have been matched to the corresponding inspection reports.
- A new TV/VCR set-up has been ordered for exclusive use in the Sybil Brand Conference Room.

Ms. Scates submitted the Commission's Certificate of Appreciation for the Hillside Home for Children in Pasadena, for approval and signature by the Chair and Vice Chair. Following discussion, Ms. Scates was requested to invite a representative from the group home to attend the Commission's January 2005 business meeting for a formal presentation.

### **CORRESPONDENCE**

Commissioner Moore presented a brief overview of the most recent Group Home Audit Reports:

- **House of Bethesda – 56 #1:** The facility met all standards as set forth by their contract, except for the need to document the participation of the placement workers and the residents in the development and update of the “Needs and Service Plans”.
- **Children Are Our Future**
  1. West Hills Location: needs to make repairs to the facility; provide a computer for the residents’ use; maintain current court authorizations for psychotropic medications; and meet DCFS clothing standards for quantity.
  2. Tom Browning Location: needs to make repairs to the facility; and meet DCFS clothing standards for quantity.
  3. Howard House Location: needs to make repairs to the facility; develop “Needs and Services Plans”; provide sufficient educational activity outside of school; and improve overall supervision of the residents.
  4. Legg Group Home Location: needs to make repairs to the facility; obtain age waivers for residents over 18 years old; maintain current “Needs and Services Plans” for each resident; and meet DCFS clothing standards for quantity.
  5. Saticoy Group Home Location: needs to make repairs to the facility; develop “Needs and Services Plans” that are current and comprehensive; maintain current court authorizations for psychotropic medications; and provide residents with “life” books.

Sherry Scates agreed to develop an Audit Report Review form for Commissioners use in documenting future audit reviews.

### **PRESENTATION AND REVIEW OF “JUVIES” DOCUMENTARY**

Chair Montano advised that the Human Relations Commission graciously furnished the Commission with a copy of the Juvies DVD. Following discussion, Commissioners agreed to view the video as time permits and on an individual basis.

### **FACILITY/GROUP INSPECTION REPORTS**

#### **Fred Jefferson Memorial Home/Compton – 46 #3**

Commissioner Bacio visited this facility on November 18<sup>th</sup> and found that no one was at home; no inspection was conducted.

**Zenith Youth Home I - 113 #2**

Commissioners Bacio and Moore visited this facility on November 23<sup>rd</sup> and gave a rating of **Satisfactory**. Area of concern: the facility staff has the only key to the lock on the metal outside access door in the 3<sup>rd</sup> bedroom, creating a safety concern in an emergency. Commissioners advised that the door should be fitted with an alarm and/or a lock with an emergency escape mechanism. Facility staff was asked to notify the Commission when this change was made. Also, Commissioners expressed their concern that although this is a RCL 11 facility, there were no resident medications/medical records available.

**Rosemary Children's Services/Bonnie House – 94 #1**

Vice Chair Stathatos and Commissioner Cannella visited this facility on November 18<sup>th</sup> and gave a rating of **Satisfactory**. Areas of concern: various boxes and personal belongings are stored too close to the furnace in the basement, causing a potential fire hazard; and there are excessive amounts of soiled clothing in one of the bedroom/closet areas.

**Rosemary Children's Services/500 House – 93 #3**

Vice Chair Stathatos and Commissioner Cannella visited this facility on November 18<sup>th</sup> and gave a rating of **Needs Improvement**. Areas of concern: basement was filled with flammable materials stored too close to the furnace/water heater, causing a potential fire hazard; facility needs overall reorganization of living quarters and kitchen; bedrooms in total disarray with excessive amounts of soiled clothes; all plastic/paper utensils should be replaced with proper flatware, dishes and glasses. Commissioners discussed the lack of supervision of the home's staff with the facility management in regard to the aforementioned conditions.

**P and J Children's Foundation II – 83 #3**

Chair Montano and Commissioner Hammargren visited this facility on November 22<sup>nd</sup> and found that no one was at home; no inspection was conducted.

**Jeeb Children's Foundation – 61 #1**

Chair Montano and Commissioner Hammargren visited this facility on November 18<sup>th</sup> and gave a rating of **Satisfactory**. Area of concern: quick-release window bars are broken.

**United Care, Inc. III – 109 #2**

Chair Montano and Commissioner Hammargren visited this facility on November 22<sup>nd</sup> and gave a rating of **Satisfactory**. Areas of concern: kitchen sink tile missing; bath tub should be re-caulked; first aid kits needed for house and car; and crawl-space under home should be enclosed.

During this inspection Commissioners were joined by representatives from the LAUSD, who also routinely conduct group home inspections, and were given a referral to a home that has repeatedly refused to allow the LAUSD to conduct their inspections. Commissioners will follow-up on that facility.

**Tana Group Home II – 103 #1**

Chair Montano and Commissioner Hammargren visited this facility on November 22<sup>nd</sup> and found that no one was at home; no inspection was conducted. Because of the unsatisfactory condition of the home's exterior, Commissioners will **schedule a follow-up inspection within the next two weeks**.

**Street Academy, Inc. II – 101 #3**

Chair Montano and Commissioner Hammargren visited this facility on November 23<sup>rd</sup> and gave a rating of **Satisfactory**. Areas of concern: kitchen oven should be cleaned; and facility staff was unable to locate the first aid kit.

**NEW BUSINESS/ANNOUNCEMENTS**

Chair Montano assigned inspection duties to Commissioners for the following week.

**PUBLIC COMMENT**

There were none.

**ADJOURNMENT**

There being no further business, Chair Montano adjourned the meeting at 11:40 a.m.

**Respectfully submitted,**

***Sherry Scates***  
**Commission Staff**